



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, September 14, 2010 at 1:00 p.m.
PLACE:	861 Silver Lake Blvd, Dover, Delaware Conference Room B second floor of the Cannon Bldg.
MINUTES APPROVED:	11/09/10

MEMBERS PRESENT

Jerrold Spilecki, Professional Member, President (entered the meeting at 1:15 p.m.)
Terri White, Professional Member
Carolyn Cotter, Public Member, Vice-President
Frances Wimbush, Healthcare (Public) Member, Secretary
Maria Simoes, Public Member
Elizabeth Hague, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Urbaniak, Administrative Specialist II

MEMBERS ABSENT

Hope Squier, Healthcare (Public) Member
William Daisey, Public Member
Timothy Ballas, Professional Member

PUBLIC PRESENT

None

CALL TO ORDER

Ms. Cotter called the meeting to order at 1:10 p.m.

BOARD MEMBER UPDATES

Ms. Cotter reported that Ms. Simoes and Ms. Wimbush were reappointed to the Board. Ms. Cotter welcomed Ms. Hague. The Board members and Ms. Hague introduced themselves. Mr. Spilecki entered the meeting at 1:12 p.m.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the July 13, 2010 meeting. Ms. White made a motion, seconded by Ms. Wimbush, to approve the minutes as presented. The motion was unanimously approved.

UNFINISHED BUSINESS

STRATEGIC PLAN

Ms. Simoes provided a copy of the Board's Strategic Plan for 2007-2008 to Ms. Urbaniak for copying and distribution to the Board at their next meeting. Mr. Spilecki made a motion, seconded by Ms. White, to table the Strategic Plan until the new AIT form and Rules & Regulations are completed. The motion passed unanimously.

DISCUSSION ON UPDATING CURRENT AIT PROGRAM – NEW FORM

The Board reviewed the new AIT form presented by Mr. Spilecki. Ms. Wimbush made a motion, seconded by Ms. Simoes, to approve the form as presented. The motion passed unanimously.

RULES & REGULATIONS DISCUSSION

Review of Draft Revisions from 9/15/09 Meeting

At the July 2010 board meeting, Ms. Davis-Oliva distributed proposed revisions from the September 15, 2009 board meeting for the Board to review. Mr. Spilecki asked Ms. Davis-Oliva for clarification on items 10-22, which read "Reserved". After discussion, Ms. Davis-Oliva will adjust the numbering on the draft to change numbers 24 & 25 to numbers 8 & 9, respectively, and to delete items 10-24. Mr. Spilecki made a motion, seconded by Ms. White, to approve the draft with revisions. Ms. Davis-Oliva pointed out that the draft revisions deleted item 6 referencing Temporary Licensure. After discussion, Mr. Spilecki withdrew his motion. Ms. Davis-Oliva advised that the Temporary Licensure language was covered in the statute and was not necessary to be repeated in the Rules and Regulations. Ms. Cotter recommended inserting language into the draft at item 6, referencing the statute. Mr. Spilecki renewed his motion, seconded by Ms. White, to approve the draft with revisions. The motion passed unanimously. Ms. Davis-Oliva will complete the draft to be submitted to the Register of Regulations by September 15, 2010 in order to have a public Rules and Regulations Hearing at the November meeting.

Letter From DPR Director Collins

The Board reviewed Mr. Collins' letter regarding legislative changes. There was no discussion.

RE-REVIEW OF AIT QUARTERLY PROGRESS REPORT

Tina S. Larose (9-month AIT, 1st Quarterly Report)

Ms. Urbaniak explained that a letter from the Board had not yet been composed or mailed to Ms. Larose. Ms. Urbaniak explained that the AIT Outline submitted by Ms. Larose was for two 12-week periods. However, the Board had approved Ms. Larose for a 9-month AIT program. Ms. Urbaniak asked for clarification on the AIT program. Mr. Spilecki and Ms. White responded. After re-reviewing Ms. Larose's first quarterly progress report, and there being no second quarterly progress report submitted, Mr. Spilecki and Ms. White agreed that there is no evidence that Ms. Larose has continued her training past June 2010. The Board will send a letter to Ms. Larose clarifying that her AIT program was Board-approved for 9 months, and that she must complete a continuous 9-month training period, regardless of whether or not she has completed her outline. The Board's letter will ask Ms. Larose for proof of her AIT training for a complete 9 months, as well as verification letters from both of her preceptors. Mr. Spilecki asked Ms. Davis-Oliva if it is appropriate for him to call Ms. Larose's preceptors for verbal clarification. Ms. Davis-Oliva affirmed. Ms. Urbaniak reported that Ms. Larose had registered for, taken, failed, and re-registered for the NAB exam. Ms. White and Mr. Spilecki advised that Ms. Larose had not received the Board's approval to test. The Board further advised that they do not allow candidates

to test until the Board has approved their final AIT report. The Division will contact NAB to remove Ms. Larose's exam eligibility based on a lack of Board approval.

NEW BUSINESS

REVIEW OF APPLICATIONS FOR ADMINISTRATORS-IN-TRAINING

Adrienne Indellini

Ms. White reviewed the application of Adrienne Indellini. Ms. White summarized for the Board that Ms. Indellini holds an Associates degree from DelTech, that she submitted a 20-week AIT outline, and that her work experience is not in long term care. In addition, Ms. Indellini did not provide a preceptor letter for the Assisted Living portion of her AIT. Ms. White further explained that the Skilled Nursing Facility (SNF) proposed for Ms. Indellini's AIT does not have an Assisted Living program – only Skilled Nursing. Ms. White made a motion, seconded by Mr. Spilecki, to reject Ms. Indellini's application because it is incomplete. Per 24 *Del.C.* § 5209(a)(1)(c), Ms. Indellini qualifies for a 12-month AIT program, and needs to submit an AIT Outline for 52 weeks for the Board's consideration, as well as a letter from her proposed Assisted Living Preceptor. In a letter to Ms. Indellini, the Board will advise her that her AIT outline may be 95% at an SNF and 5% at an ALF, or 90% at an ALF and 10% at an SNF. The motion passed unanimously.

Sarah A. Jones

Ms. White reviewed the application of Sarah Jones. Ms. White made a motion, seconded by Mr. Spilecki, to approve Ms. Jones for a 6-month AIT program. The motion passed unanimously.

REVIEW OF AIT QUARTERLY PROGRESS REPORT

Robert A. DiFilippo

Ms. White reviewed the 1st quarterly progress report of Mr. DiFilippo. Ms. White made a motion, seconded by Mr. Spilecki, to approve the report as presented. The motion passed unanimously.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

DHCFA: *The Keys to Long Term Satisfaction and Success in Long Term Care*, September 23, 2010 – Requesting 5.0 CE Hours

After review, Ms. White made a motion, seconded by Mr. Spilecki, to approve the course for 5.0 CE credits. The motion passed unanimously.

REVIEW OF AIT PROGRAM

Provider Management Educational Services, LLC

Mr. Spilecki made a motion, seconded by Ms. Cotter, to table the approval of the program until the next scheduled Board meeting. The motion passed unanimously.

2011 BOARD MEETING SCHEDULE

The Board reviewed the proposed 2011 meeting schedule. There being no changes, the schedule was approved as presented.

COMPLAINT STATUS

Mr. Spilecki reported the status of the following complaints:

Complaint 29-01-07: Hearing Rescheduled for January 2011 Board Meeting

Complaint 29-01-10: Assigned to Tim Ballas

The Board questioned Ms. Davis-Oliva about the hearing process. Ms. Davis-Oliva explained.

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)

Ms. Urbaniak reported that the *Approved Courses of Study* section on the Board's website is outdated and needs to be brought current. Specifically, Dr. James E. Allen has retired from UNC Chapel Hill and UNC no longer offers an NHA home study program. Dr. Allen, however, still offers

the home study course through his website, www.ltcedu.com. Mr. Spilecki will contact NAB for a list of approved programs in our area.

Ms. Urbaniak asked the Board for clarification as to whether applicants could complete coursework simultaneously with their Board-approved AIT program, or if the coursework must be completed before the applicant applies for the AIT program. Ms. White and Mr. Spilecki confirmed that coursework and training may be completed simultaneously.

PUBLIC COMMENT

There was no public comment.

NEXT SCHEDULED MEETING

The next meeting will be held on November 9, 2010 at 1:00 p.m. in the first-floor Hearing Room of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware. A public Rules and Regulations Hearing is scheduled at 2:00 p.m. on the same date, in the same location.

ADJOURNMENT

There being no further business, Ms. Wimbush made a motion, seconded by Ms. White, to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 2:27 pm.

Respectfully submitted,



Michele Urbaniak
Administrative Specialist II